



PROJECT MANAGER (INFORMATION TECHNOLOGY)

OPEN – CONTINUOUS FILING

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INFORMATION

ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Position Information

Positions currently exist in Sacramento, California with the California Correctional Health Care Services.

Project Managers (Information Technology) oversee and manage projects according to established and standardized project management methods, guidelines, and principles; evaluate, monitor, and ensure compliance with laws, regulations, policies, standards, or procedures; may be assigned as the project manager over a single or multiple projects ranging in complexity based on business and technical factors; fully responsible for directing project integration, integrated change management, scope management, cost management, human resources management, project communications, risk management, procurement planning and management, and close out functions; may make policy recommendations to management on sensitive or complex issues; works with control agencies to comply with State administrative requirements; conducts presentations and briefings on aspects of project activities; may testify before committees, control agencies, review boards, and/or the Legislature; and, manages IT activities including identification and analysis of customers' IT systems and infrastructure requirements or environments, design and development of IT solution(s), purchase or contract for IT services, equipment, products and/or supplies, integration of information systems and/or subsystems, development of information systems testing strategies and plans, identification of infrastructure configuration and change management requirements, and development or implementation of IT systems security plans and procedures.

Salary and Benefit Information

Currently, as of June 10, 2010: \$7,118 - \$8,239 per month

Monthly salary is dependent upon the overall scope and relative complexity of assigned projects. An additional salary adjustment of 7.5% or 15% applies depending upon project assignments.

Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.



**Project Manager
(Information Technology)**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
patient-inmates of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

Minimum Qualifications

Possession of the Project Management Professional (PMP) Certificate issued by the Project Management Institute (PMI).

And

Experience: Five years of increasingly responsible project management experience applying the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, risk and procurement management, at least three years must have been in a management capacity as a full-time project manager of one or more large or complex IT, clinical, or general management projects that demonstrated expertise, proficiency, and understanding of all aspects of project management.

And

Education: Equivalent to graduation with a Bachelor's degree from a recognized college or university. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

And

Demonstrated achievement as evidenced through experience and education which provide ability to successfully oversee and/or manage all phases of a large IT project.

Examination Information

This examination will consist of a narrative Statement of Qualifications weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**NARRATIVE STATEMENT OF QUALIFICATIONS
WEIGHTED 100%**

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

1. Project Experience
2. Project Management Experience
3. Project Change Management Experience
4. PMI Knowledge Area Experience
5. Project Manager Competencies
6. Information Technology Solutions Experience



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Examination Information (Continued)

Required Core Competencies:

- Written Communication
- Verbal/Oral Communication
- Administration
- Contracting/Procurement
- Financial Management
- Project Management
- Fostering a Team Environment
- Creating Organizational Transformation
- Maximizing Performance Results
- Building Trust and Accountability
- Promoting a High Performing Culture
- Configuration Management
- Data Management
- Information Resources Strategy and Planning
- Information Systems/Network Security
- Infrastructure Design
- Performance Assessment
- Requirements Analysis
- Systems Life Cycle
- Systems Integration
- Technology Awareness

Details of these core competencies can be found in the classification specification, available at:

<http://www.calhr.ca.gov/state-hr-professionals/pages/7579.aspx>

The required Statement of Qualifications and filing instructions can be found on Pages 6 through 8 of this examination bulletin.

How to Apply and Test

Submit an Examination Application (Std. Form 678), Statement of Qualifications responses, and a copy of your Project Management Professional (PMP) certificate for this examination.

By mail:

California Correctional Health
Care Services
Selection Services Section
P.O. Box 4038, Suite 350
Sacramento, CA 95812-4038

In person:

California Correctional Health
Care Services
Selection Services Section
501 J Street, Lobby Drop Box
Sacramento, CA 95814

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.



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How to Apply and Test (Continued)

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 445-1086 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Education and Experience examination to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 445-1086 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

Statement of Qualifications Instructions:

As part of the examination for Project Manager (Information Technology), candidates will be required to complete and submit a Statement of Qualifications addressing the six questions presented on pages 6 and 7 of this examination bulletin. The Statement of Qualifications must be submitted along with your completed exam application and PMP certification.

In completing the Statement of Qualifications, please keep the following in mind:

- Please answer each question fully and accurately, providing specific information and relevant examples regarding experience. Please remember that omitted information cannot be assumed when your qualifications are being evaluated.
- *All information is subject to verification.*
- Please include your name and the question number clearly at the top of each page.
- For Question 1, please use page 6 of this examination bulletin (and additional copies as needed) or follow the format on page 6 if preparing your own typed version for your response. A handwritten response for Question 1 is acceptable.
- Narrative responses for Questions 2 through 6 must be (1) typed, (2) no more than one page in length, (3) prepared with at least a one-inch margin on each side, the top, and the bottom, and (4) prepared using 12-point or larger font.

In addition, you must submit this page with the following statement signed and dated as part of your Statement of Qualifications materials.

I, _____ (print name), verify that the attached Statement of Qualifications responses are accurate and truthful.

Signature: _____

Date: _____

Question #1 - Project Experience Overview

Please provide a detailed accounting of your most significant project assignments within the last ten (10) years in reverse chronological order (up to a maximum of five projects), beginning with your current or most recent experience first and working backwards.
(Attach additional sheets as necessary to depict up to a maximum of five projects.)

Project # _____

Project Name: _____

Project Description: _____

Project Start/End Dates: _____

Project Sponsor (Name and Title): _____

Project Outcome: _____

Project Indicators:

Please provide details of the project in the following eight (8) areas.

Project's Technical Complexity: <input type="checkbox"/> Low Technical <input type="checkbox"/> Medium Technical <input type="checkbox"/> High Technical	Number of Sub-projects: <input type="checkbox"/> Fewer than 5 <input type="checkbox"/> 6 – 11 <input type="checkbox"/> 12 or more	Number of System Interfaces: <input type="checkbox"/> 1 – 4 <input type="checkbox"/> 5 – 11 <input type="checkbox"/> 12 or more	Project dollar amount: <input type="checkbox"/> Less than \$250,000 <input type="checkbox"/> \$250,000 - \$1,000,000 <input type="checkbox"/> \$1,000,001 - \$19,000,000 <input type="checkbox"/> More than \$20,000,000
Number of Project Team Members: <input type="checkbox"/> 1 – 6 members <input type="checkbox"/> 7 – 14 members <input type="checkbox"/> 15 – 29 members <input type="checkbox"/> 30 or more members	Number of Stakeholder Groups: <input type="checkbox"/> Fewer than 5 <input type="checkbox"/> 6 – 11 <input type="checkbox"/> 12 or more	Did project include a multi-year procurement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Project: <input type="checkbox"/> IT <input type="checkbox"/> Clinical <input type="checkbox"/> General Management <input type="checkbox"/> Other Please Specify: _____

Please indicate the role you played on the project. Space is provided in the event you played multiple roles; please list each project role you had separately.

Your Role: _____
 Your Title: _____
 Start/End Dates of your role: _____
 Project lifecycle phase: _____
Contact information of person who can verify your role on this project:
 Name: _____
 Phone number: _____

Your Role: _____
 Your Title: _____
 Start/End Dates of your role: _____
 Project lifecycle phase: _____
Contact information of person who can verify your role on this project:
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Your Role: _____
 Your Title: _____
 Start/End Dates of your role: _____
 Project lifecycle phase: _____
Contact information of person who can verify your role on this project:
 Name: _____
 Phone number: _____

Question # 2 - Project Management Experience

Please describe your most challenging project management experience within the last 10 years. Please be specific in your response as to the following:

- the specifics of the challenge
- how you handled the challenge
- the outcome of your efforts

(Reference the project number(s) from Question #1, as applicable, in your response.)

Question # 3 - Project Change Management Experience

Please describe your experience and role in project change management activities within the last 10 years.

(Reference the project number(s) from Question #1, as applicable, in your response.)

Question # 4 - PMI Knowledge Area Experience

For one of the projects listed in Question 1, as a Project Manager, which one of the PMI knowledge areas were you most comfortable applying and why?

Question # 5 - Project Manager Competencies

Of the 21 core competencies required upon entry to the Project Manager (Information Technology) classification identified on page 3 of this examination bulletin, Fostering a Team Environment and Building Trust and Accountability are critical to the success of a Project Manager (IT) in the California Prison Health Care Services. How would you demonstrate these competencies as a project manager in the California Prison Health Care Services?

Question #6 - Information Technology Solutions Experience

Please describe your experience leading or managing Information Technology (IT) solutions. Please be specific in your response as to the following:

- your role and responsibilities
- the duration of your role
- the number and type of stakeholders supported
- the number and type of customers served